21.7.2023

Golli – Instruction for use

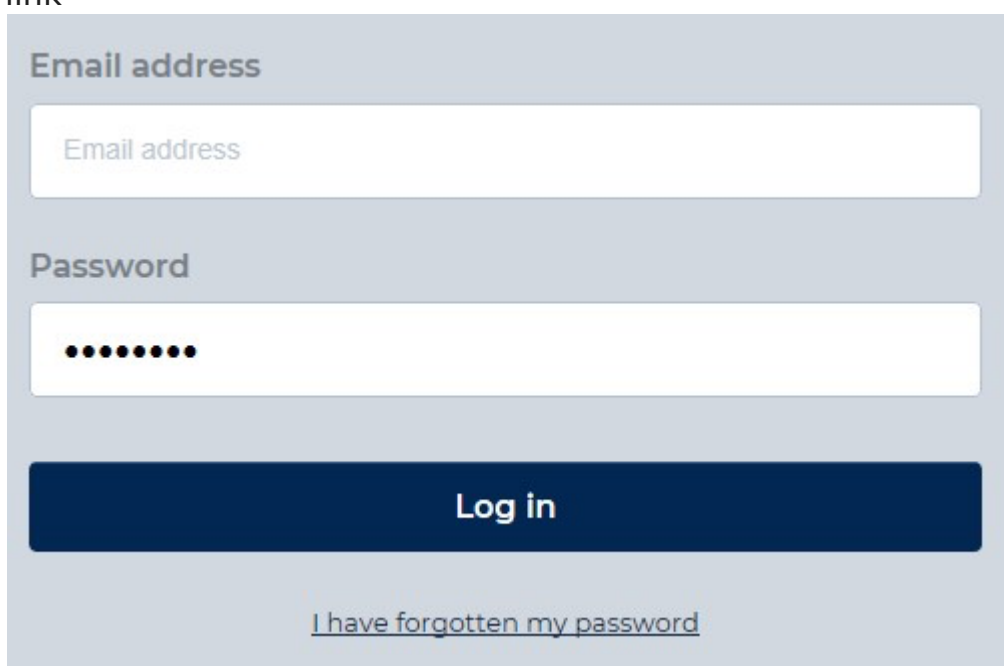| Release	Date of Change	Changed by	Summary of Change
2.0	25.5.2022	Anu Lahdenperä	Changes on linking the order to a shipment 6.1, 6.2 and 6.3
2.1	21.7.2023	Anu Lahdenperä	Added: 3.5 Product Categories added Updated: 3.6 Edit and delete products Added: 7 Invoicing

A table of contents
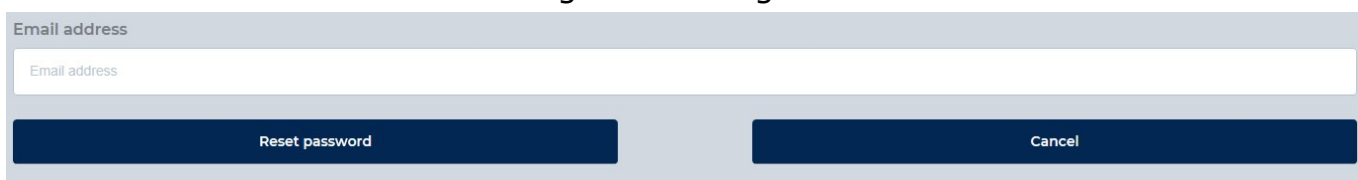
1 Overview

1.1 Login to Golli

Go to Golli service at www.golli.fi. The username must be activated first time.

- The company's first username is the administrator's e-mail address.
- The password is activated by clicking on the "I have forgotten my password" link

- In the Email Address field, enter the email address whose password is activated
- • Click "Reset Password". Golli will send a link to email. The link must be used within 10 minutes of receiving the message.

- Change the password. The password can later be changed from user settings.
- As described above, you can also set a new password if you have forgotten your existing password.

1.2 Structure and functions at Golli User Interface

Golli front page
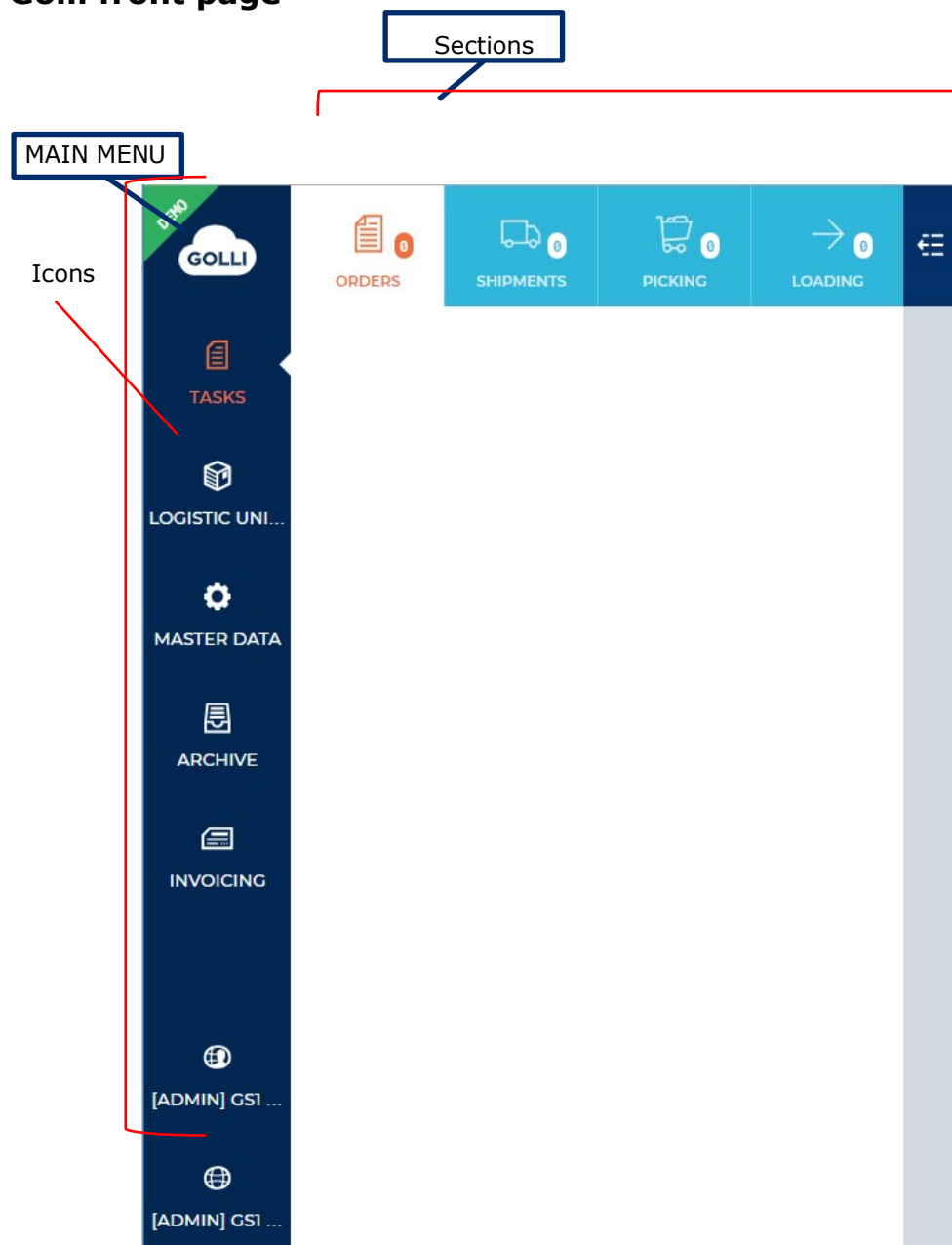
- On the left side Main menu
- Sections are in top row

The active section is white and the other sections in blue.

1.2.1 Main menu
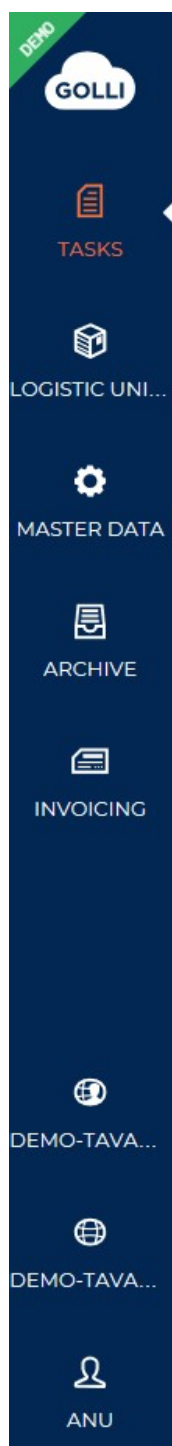
The main menu displays the icons that are allowed for the user ID. For example, MASTER DATA is only visible to the Organization admin.

TASKS – Browse, handle, collect and send orders

LOGISTIC UNITS – Create logistic units in advance to increase handling efficiency

MASTER DATA – Manage master data and shipping information

ARCHIVE – List of orders, deliveries and invoices exported to the archive

INVOICING – Send and manage invoices

ORGANIZATION – Manage organizations users and settings

USER SETTINGS – Manage user details

1.2.2. Sections

Content of the sections depends on the selection on the main menu. For example the TASKS-icon opens sections ORDERS, SHIPMENTS, PICKING and LOADING
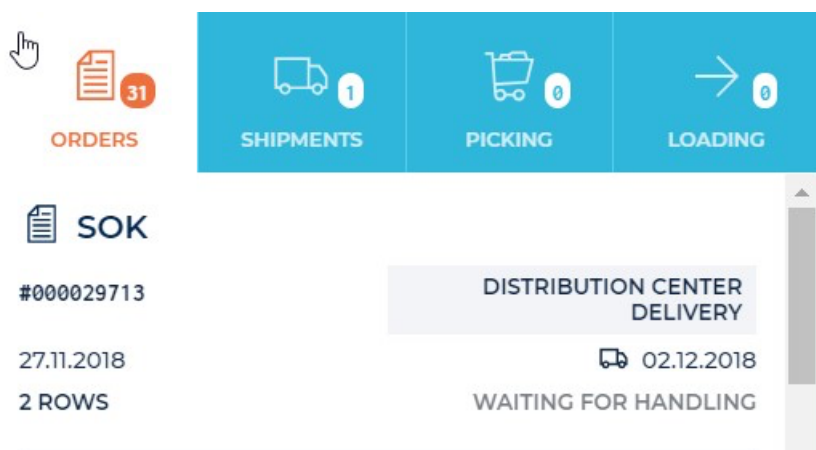
In the example picture the ORDERS-section has 31 orders. The number of orders is in the icon and orders are listed in the side panel.

 Icon closes the side panel

 Icon opens the side panel

2 Organisation and user settings

2.1 User settings

Open user settings by clicking organization icon in side panel and choose user settings.

In user settings the user can edit user data and change. Access rights can only be modified by the Organization admin.
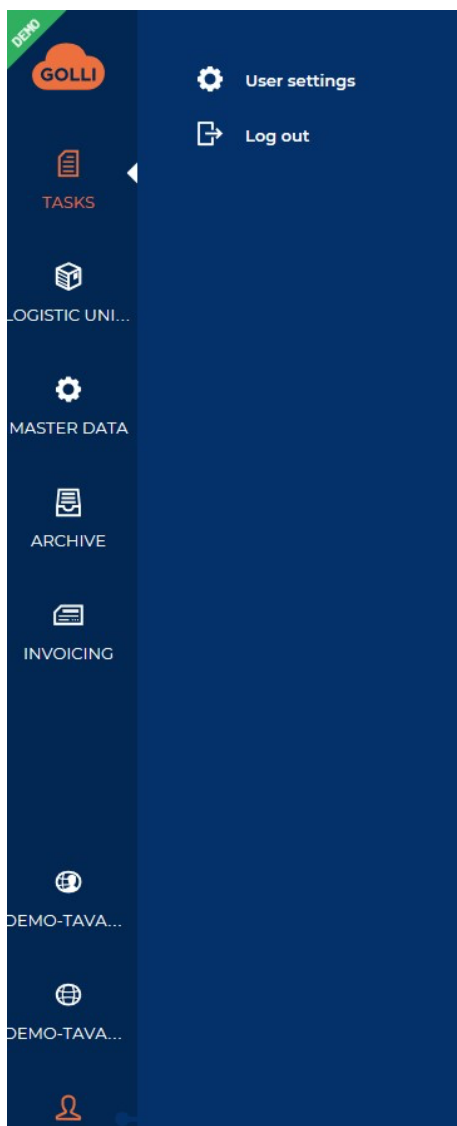
User settings- Edit user data

Log out – Log out from Golli-service

User information shows person who is logged in and users email address

LANGUAGE determines language used in interface English / Finnish

EMAIL NOTIFICATIONS when active "order received" Golli sends notification of new order to users email.

UPDATE INFORMATION save updated data

Password change the password

Save new password by clicking UPDATE PASSWORD.

2.2 Adding new users

New users can be created by clicking organization icon and choosing "users".

Access rights can only be modified by the Organization admin.

2.2.1 Add user

New users can be created by clicking the organization icon and choosing the USERS section.

FIRST NAME and LAST NAME Fill in users name in this boxes

EMAIL Fill in user email in this box

LANGUAGE Determines language used in interface English / Finnish

ROLES   Choose the necessary role for the new user

Save added user by clicking "ADD USER"

2.2.2 Edit user data

The organization admin can edit user data by clicking ORGANIZATION icon.

Changes can be saved by clicking UPDATE USER

2.3 Edit organisation data

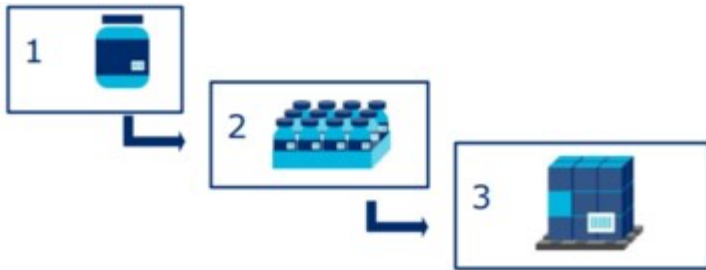The organization admin can edit user data by clicking ORGANIZATION icon.

3 MASTER DATA: Products

3.1 Product master data in Golli

Product GTIN's and information about the measurements and despatch units are required for picking shipments in Golli. With proper basic information, picking is quick and easy, and despatch advice messages are formed correctly.

This guide explains how to save your product information to Golli.
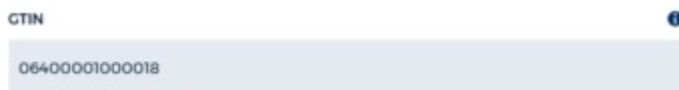
Guidelines for entering data to individual fields can also be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.

In Golli's master data you can specify:

- Base unit and all packaging hierarchy levels (sales units, despatch units)
- Measurements of the products (e.g. weight and height of the pallet). The data is transferred to the recipients by transport order and despatch advice message
- Which packaging hierarchy level(s) can be used in picking

- What information about the product/batch must be reported in picking (e.g. best before date or batch number)

Product hierarchies are always added starting from the base unit. After you have saved the base unit, you can add new product levels (e.g. sales units and pallets).

3.2 Add a new base unit

Adding a new product and product hierarchy begins from the base unit. Click the ADD NEW PRODUCT icon.

Guides for entering data to individual fields can be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.
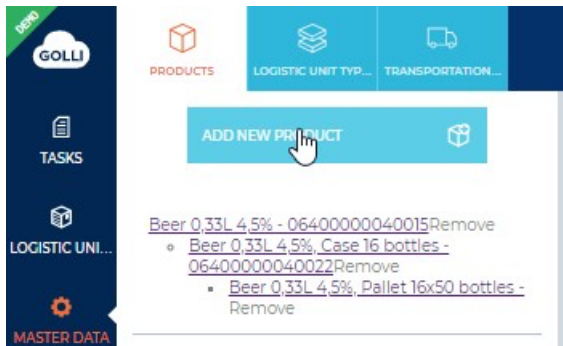
14

Add new product

Required fields marked with (*)

PRODUCT NAME* ⓘ

GTIN ⓘ

VARIABLE MEASURE PRODUCT ⓘ

☐ Yes

COMMON.COMMAND.BASEPRODUCTCOMMAND.NETWEIGHT

WEIGHT (KG) ⓘ

PICKING UNIT ⓘ

☐ Yes

COUNTRY OF ORIGIN ⓘ

TAX PERCENTAGE (VAT %)

INFORMATION REGUIRED FOR PICKING ⓘ

☐ Production date

☐ Packing date

☐ Best before date

☐ Expiration date

☐ Country of origin

☐ Batch number

ADD PRODUCT

Save by clicking ADD PRODUCT button.

After saving the product can be found in MASTER DATA

MASTER DATA

Olut IPA - 06400000040039

3.3 Add a new sales unit

Adding a new sales unit is started by clicking on the base unit for which you want to create a sales unit. Below the product information is the button ADD NEW PRODUCT LEVEL that you can click to create a sales unit for the base unit.

(!)

Guides for entering data to individual fields can be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.

Add new product level

Required fields marked with (*)

PRODUCT NAME*   ⓘ

GTIN   ⓘ

QUANTITY (PCE)*   ⓘ

WEIGHT (KG)   ⓘ

PICKING UNIT   ⓘ
☐ Yes

LOGISTIC UNIT   ⓘ
☐ Yes

ADD PRODUCT

3.4 Add a new pallet

Adding a new pallet is started by clicking on the base unit or the sales unit for which the pallet is to be created. Below the product information is the button ADD NEW PRODUCT LEVEL that you can click to create a pallet for the product.

Guides for entering data to individual fields can be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.

Add new product level

Required fields marked with (*)

PRODUCT NAME*   ⓘ

GTIN   ⓘ

QUANTITY (PCE)*   ⓘ

WEIGHT (KG)   ⓘ

PICKING UNIT   ⓘ
☐ Yes

LOGISTIC UNIT   ⓘ
☐ Yes

ADD PRODUCT

When handling distribution center delivery PICKING UNIT and LOGISTIC UNIT is useful to be selected only in pallet level, this will speed up the order processing.

3.5 Product Categories

Products can be grouped into self-created categories. Categories can make it easier to browse, view and manage products in Golli. The categories do not affect the processing of orders or deliveries, and information about the category is not visible to the customer in messages or printouts. One product can be attached to several categories.

Creating a category is started in product management from the link Categories at the top of the list view. Click the ADD NEW CATEGORY button, write the name and save. The category name can be letters, numbers or special characters.

Created categories can also be edited or deleted.

Created categories appear both when creating new products and when editing old products. The desired categories are selected for each product on the product page.
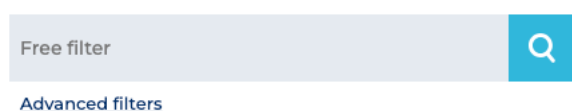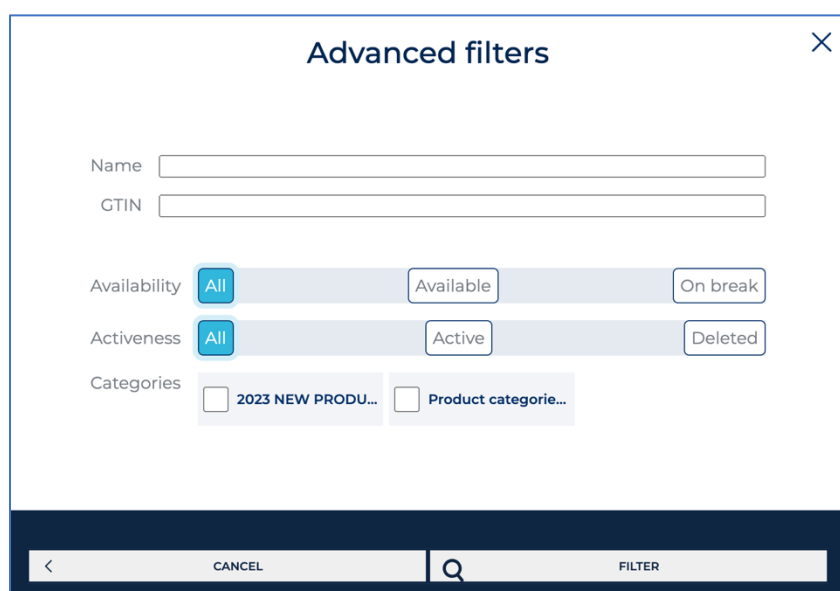
3.6 Edit and delete products

Editing product information is started from the MASTER DATA icon in the main menu. The side panel lists all the products stored in Golli based on the GTIN codes. Products can be searched for, for example based on the product name, by using the Free filter field.

Advanced filters allow you to select the products in the list based on availability, activeness or self-created categories.

Edit products

By clicking the product name, the product information will open in the right panel.

Product information can be edited in this view. The changes are saved by clicking the UPDATE PRODUCT button.

Remove and restore products

Search for the product you want to remove and open the product information. The Remove product- button is at the bottom of the product page.

If the base unit of the product is removed, all the sales units and pallets under the base unit are also removed.

Confirmation is needed before the product is removed.

In the product list removed products have the marking x in front of the product name. Removed products can be either hidden or displayed in the listing with advanced filtering.
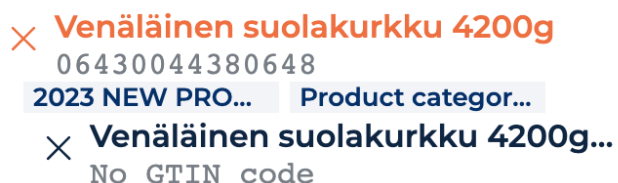
Removed products can also be restored to active status by clicking the Restore products button on the product page.

4 MASTER DATA: Logistic unit type

The logistic unit types are pre-stored transport platforms or packages. One of the logistic unit types is defined as the default pallet type.

4.4 Adding a new logistic unit type

Adding a new logistic unit type is started by clicking on ADD NEW LOGISTIC UNIT
TYPE

Add new logistic unit type ⓘ

Required fields marked with (*)

TYPE* ⓘ

| Box | > |

NAME* ⓘ

WIDTH (M) ⓘ
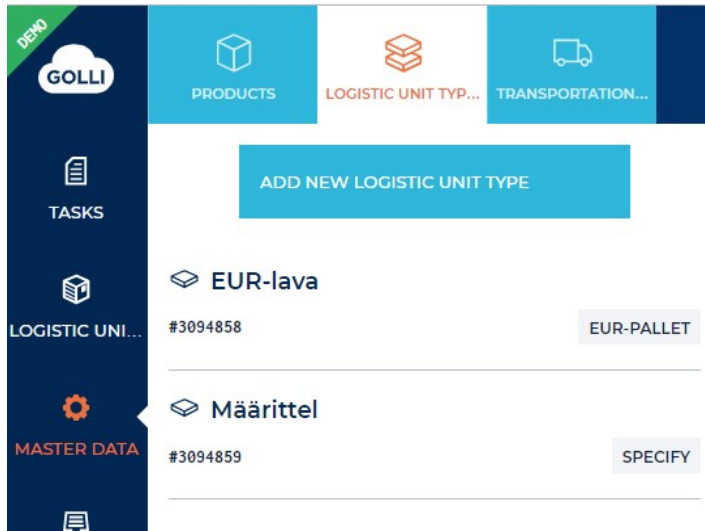
LENGTH (M) ⓘ

HEIGHT (M) ⓘ

DEFAULT TYPE ⓘ

☐ Yes

ADD NEW LOGISTIC UNIT TYPE

TYPE- Select transport pallet/carton type. If you use cartons, enter your cartons' measures and speed up your picking processes.

NAME- Give name for transport pallet/carton type, e.g. Kesko carton box 1. The name is only for internal use.

WIDTH / DEPTH / HEIGHT (m) - Enter measures of pallet/carton in meters.

DEFAULT TYPE- Select if this is a default transport pallet/carton type.

Save by clicking ADD NEW LOGISTIC UNIT TYPE.

In the picking section, each logistic unit will be primarily assigned a logistic unit type predefined. If necessary, the logistic unit type used can be changed and the measurements of the logistic unit can be changed.

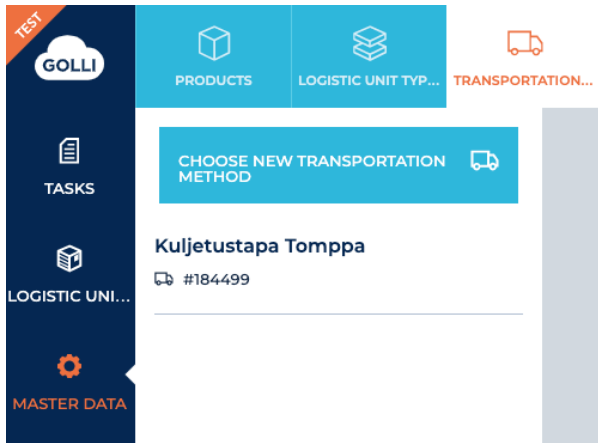## 5 MASTER DATA: Transportation method

The transport methods are pre-stored information in the system, which includes the pick-up, delivery and transport instructions required for delivery. All the saved transport instructions can be easily added on the waybill.

You can create and save many transportation methods for different deliveries or different warehouses.

5.1 Adding a new transportation method

Start by clicking CHOOSE NEW TRANSPORTATION METHOD

Fill all the needed fields. Guides for entering data to individual fields can be found in the Golli system by clicking the info icon next to the field.

In the TRANSPORTER menu you can choose from companies to which it is possible to send an electronic transport order. In other cases, leave the option "Not selected" and enter the transporter or carrier information in the lower fields.

5.2 How to use transportation method

While handling the shipment, transportation method is chosen on SHIPMENT section.

Click CHOOSE TRANSPORTATION MODE and choose the transportation method wanted. On the menu you can see all pre-stored transportation methods. If no transportation methods have been saved, the menu is hidden.

The pre-stored information opens on the page. At this point, the information can still be edited or fulfilled. When the shipment has been moved to picking section, transportation method can no longer be chosen or edited.

6 TASKS: Orders – Shipments – Picking - Loading

Handling TASKS on the main menu.

There are four main sections in handling of orders:

Orders – Shipments – Picking – Loading.

6.1 Handling of Distribution center delivery

In general, the products have to be packed on their own pallets. Packaging instructions must be verified by the customer.

After handling the distribution center delivery:

- Logistic labels have been attached on every pallet
- Despatch advice has been sent
- Waybill and delivery list can be printed

LOGISTIC LABEL on every pallet
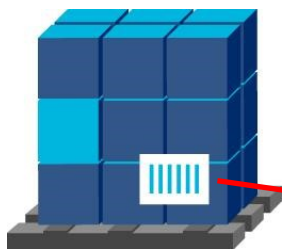
Orders

In the ORDERS section Click on the order which you want to start handling.

Start handling by clicking the button on the top right corner.

Creating a shipment starts with the button LINK ORDER TO SHIPMENT.
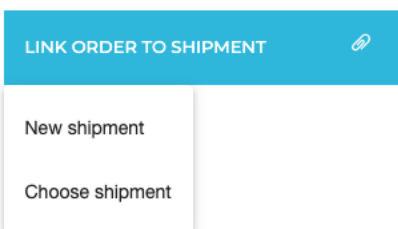
There are two options to choose from:

- New shipment, which automatically creates a shipment
- Choose shipment, that allows you to select a shipment. In the new window, the order is attached to a new shipment or an existing shipment. If necessary, you can also select the products you want to deliver.

Shipment day comes from the order. It should not be changed unless it is approved by buyer.

Link order to shipment

CHOOSE NEW OR EXISTING SHIPMENT

| ☑ | 12.01.2019 | 🗓 | | New shipment |

CHOOSE LINKED ORDER ROWS   TO SHIPMENT

✔ 06400000040015
Olut 0,33L 4,5%   3200 pce

✔ 06400000040039
Olut IPA   4000 pce

New shipment
12.01.2019

2/2 rows

SELECT ALL   REMOVE SELECTED   CANCEL

LINK ORDER TO SHIPMENT

Click LINK ORDER TO SHIPMENT

You can edit the picking level using the MODIFY button.

Now the order row shows in which shipment order is attached.

Click FINISH HANDLING AND SEND ORDER CONFIRMATION.
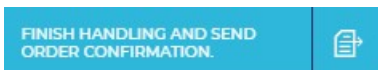
Once the order is processed and the order confirmation sent, the order can no longer be edited.

Shipments

Order is now moved to Shipments section

By clicking on the shipment number, you can proceed to the shipment section to proceed with the delivery.

choose right shipment from shipments section

The necessary shipping instructions are given in the SHIPMENT section. Instructions for the shipping method are pre-stored. If necessary, they can be modified at this stage.
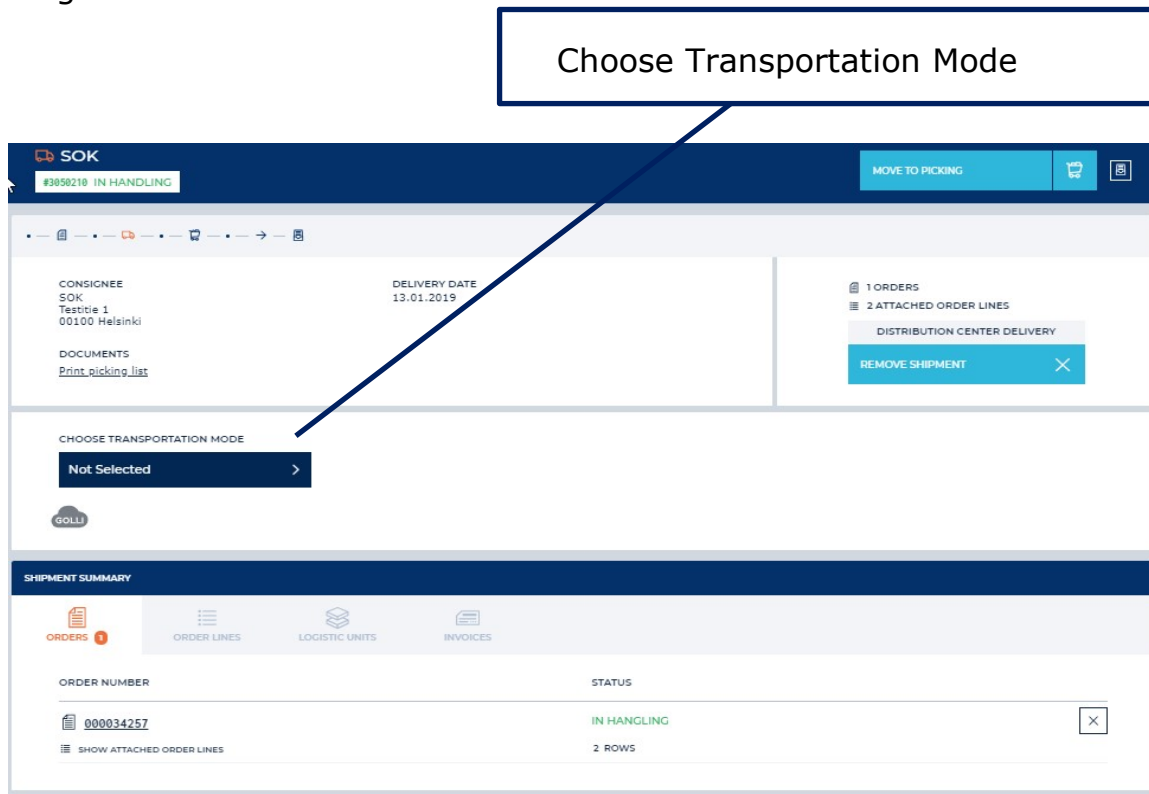
Now the shipment can be moved to picking by clicking MOVE TO PICKING.

Users that have the role Order picker will begin handling the shipment in this section by clicking the START PICKING button.

Picking

Picking can be done on both ORDER ROWS and LOGISTIC UNITS tabs.

In ORDER ROWS tab picking is started by clicking PICK AS A LOGISTIC UNIT or PICK TO A NEW LOGISTIC UNIT

Finish by clicking PICK AS A LOGISTIC UNIT or PICK TO A NEW LOGISTIC UNIT.

Give the quantity and information required for picking.

In LOGITIC UNITS tab picking is started by clicking ADD LOGISTIC UNIT

Information required for picking is given in MASTER DATA.

Add products by clicking ADD NEW PRODUCT

Choose PICK PRODUCT and give quantity and information required for picking.

> Similar logistic units can be copied

LOGISTIC UNITS tab shows all picked units

GS1 Finland

GOLLI
A GS1 FINLAND SERVICE

164000000900000741

0 Products
⬥ COPY

🖶 Missing logistic unit information

The red note text indicates that the logistic unit lacks the necessary information. Clicking on the SSCC code of the logistic unit will allow you to add the missing information.

When all products are picked logistic labels can be printed by clicking "PRINT LOGISTIC LABELS

ORDER ROWS **2**   LOGISTIC UNITS **5**

ADD LOGISTIC UNIT   PRINT LOGISTIC LABELS   REMOVE LOGISTIC UNITS

164000000900000772
Olut 0,33L 4,5%, LTK 16plo 50 pce   486 kg
⬥ COPY

164000000900000765
Olut 0,33L 4,5%, LTK 16plo 50 pce   486 kg
⬥ COPY

164000000900000758
Olut 0,33L 4,5%, LTK 16plo 50 pce   486 kg
⬥ COPY

164000000900000741
Olut 0,33L 4,5%, LTK 16plo 50 pce   486 kg
⬥ COPY

164000000900000734
Olut IPA, LTK 20plo 40 pce   616 kg
⬥ COPY

164000000900000727
⬥ COPY

If necessary separate logistic labels can be printed here

When picking is done, and labels printed, the shipment can be moved to loading by clicking MOVE TO LOADING

MOVE TO LOADING   →

GS1 Finland

GOLLI
A GS1 FINLAND SERVICE

Loading

> If necessary shipment can be moved back to picking.

Recheck shipment content.
If you want to make changes move back to picking.

< MOVE BACK TO PICKING

Start loading by clicking START LOADING

START LOADING
SEND DESPATCH ADVICE AND
TRANSPORT ORDER   →

Confirm by clicking "Send despatch advice and transport order"

Send despatch advice and transport order

Despatch advice and transport order will also be send with these details.

Cancel   Send despatch advice and transport order

×

Shipment is now ready and the waybill and delivery list can be printed.

Finish loading and archive order by clicking FINISH LOADING AND ARCHIVE THE ORDER

FINISH LOADING AND ARCHIVE THE ORDER

6.2 Handling of Transportation terminal delivery

Orders

Go to the TASKS on the main menu. In the ORDERS section Click on order which you want start handling.
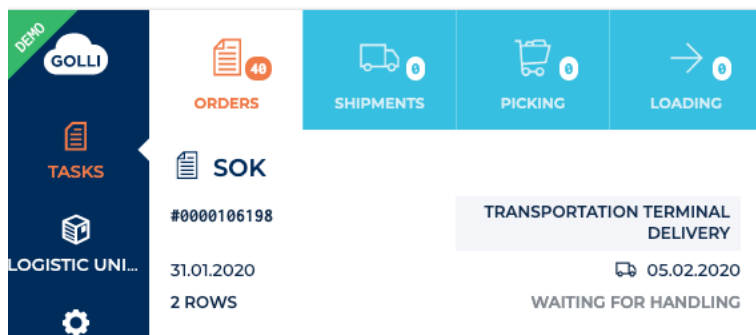
Start handling by clicking the button on the top right corner.

Handling starts by clicking the button LINK ORDER TO SHIPMENT.

There are two options to choose from:

- New shipment, which automatically creates a shipment
- Choose shipment that allows you to select a shipment. In the new window, the order is attached to a new shipment or an existing shipment. If necessary, you can also select the products you want to deliver.

Click again LINK ORDER TO SHIPMENT

Then click FINISH HANDLING AND SEND ORDER CONFIRMATION

Once the order is processed and the order confirmation sent.

Shipments

Order is now moved to the Shipments section.

choose right shipment from shipments section

Now shipment can be moved to picking by clicking MOVE TO PICKING.

Users that have the role Order picker will begin handling the shipment in this section by clicking the START PICKING button.

Picking

Picking can be done on both ORDER ROWS and LOGISTIC UNITS tabs. In Transportation terminal delivery it is recommended to make picking from LOGISTIC UNITS tab.

Click ADD LOGISTIC UNIT
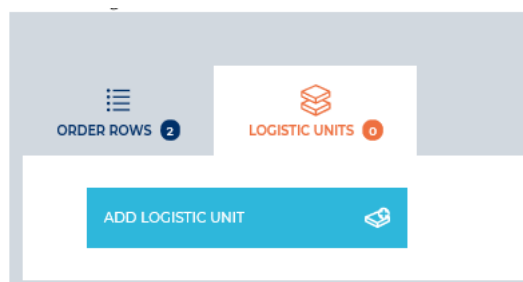
In the new window the Platform type can be changed (if there are several logistical units in Master data, e.g. several size boxes). If the platform is correct, you can add products to the logistic unit by clicking ADD NEW PRODUCT.

Pick product from the list by clicking button +PICK PRODUCT
Give the amount on the quantity (pce), on the right up corner you see how many are ordered (and picked already), confirm by clicking PICK PRODUCT INTO LOGISTIC UNIT.

A new product can be added in the same box (logistic unit), if it fits in the same box, by clicking ADD NEW PRODUCT and add the second product. This can repeated as long as there is ordered products and if products fit in the same box.

If products don't fit in the same box, a new logistical unit has to be made by clicking ADD LOGISTIC UNIT on LOGISTIC UNITS tab.

In LOGISTIC UNITS all logistical units which have been created can be seen. If it shows "Missing logistical unit information", this usually means that the height and/or weight are missing.

Click the number again and give the missing information. Golli will automatically save the data (green Golli cloud in the end of the row).

Now print the logistic labels in the LOGISTIC UNIT tab. If there are several logistical units, those can be printed at the same time by clicking PRINT LOGISTIC LABELS:

Or by logistical unit on the small printer button in the end of the row.

When all the products have been picked they appear on a new tab. Check on the ORDER ROWS tab, that all products are green (= picked as much as ordered, orange = picked less than ordered, black= not picked yet).

Move to the loading by clicking the upper right corner button MOVE TO LOADING.

Loading

Start loading by clicking START LOADING SEND DESPATCH ADVICE AND TRANSPORT ORDER. Confirm by clicking "Send despatch advice and transport order".

Finish loading and archive order by clicking FINISH LOADING AND ARCHIVE THE ORDER.

Now the order and shipment is moved to ARCHIVE and removed from TASKS in the main menu.

Repeat this as long there are orders on the Tasks menu.

6.3 Handling of Cross Docking delivery

Orders

Go to the TASKS on the main menu. On the ORDERS section Click on order which you want start handling.

Start handling by clicking button on the right top corner.

Shipment starts by clicking button LINK ORDER TO SHIPMENT.
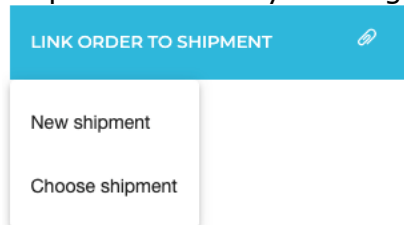
There are two options to choose from:

- New shipment, which automatically creates a shipment
- Choose shipment that allows you to select a shipment. In the new window, the order is attached to a new shipment or an existing shipment. If necessary, you can also select the products you want to deliver.

Confirm by clicking LINK ORDER TO SHIPMENT

Then click FINISH HANDLING AND SEND ORDER CONFIRMATION.

Once the order is processed and the order confirmation sent.

Shipments

The order is now moved to the Shipments section.

On Shipments-section you can give transport instructions. If you have a Transportation method(s) saved in Master data, you can choose one here.

(See paragraph:5 MASTER DATA: Transportation method)

If needed, you can add more information on instruction fields.

Now shipment can be moved to picking by clicking MOVE TO PICKING and START PICKING

Users that have role Order picker will begin handling the shipment in this section by clicking the START PICKING button.

Picking

The order is now moved to the Picking section.

In cross docking-deliveries pickings is often done in two steps:

1. The products are collected from warehouse to packing area
2. Each delivery package (case-unit) is provided with an Outer package label (picture below) witch includes e.g. customer details. Units are packed on one or more pallets.
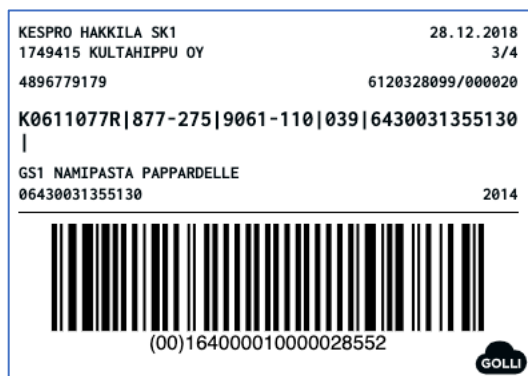
The ORDER ROWS tab is well suited for the first step. Ordered quantities are displayed as product-specific totals.

Once the products have been collected in the packing area, the packaging of the products on pallets or boxes begins. At the same time, the delivery is processed in Golli.

Packing can be started on LOGISTIC UNITS tab. Click button ADD LOGISTIC UNIT:

Platform type can be changed if needed. Golli uses automatically the type that is defined as default on master data.

Start picking by clicking ADD NEW PRODUCT.

Add products in the new window.

If all products are delivered in full amount and the products fit on same pallet, the picking can be done at once with the PICK LINES COMPLETELY button.

Alternatively, each product can be picked in full amount with PICK AS ORDERED.

The PICK PRODUCT button should be used if you want to pick less than ordered quantity.

Once all lines have been picked, you can go back to LOGISTIC UNIT tab. Check that the Platform type is correct. Width and length are the measures you have defined on master data. Height should be given separately.

When picking is completed, you can print the labels:

- OUTER PACKAGE LABELS on every case unit
- LOGISTIC LABEL on every pallet, one on the short side of the pallet and one on wide side

If all the product didn't fit on same pallet, you should go back to LOGISTIC UNITS tab. Again, start with ADD LOGISTIC UNIT button.

When the shipment is complete for picking, the labels are printed and attached, the delivery is moved to the loading by clicking the MOVE TO LOADING button.

MOVE TO LOADING →

Loading

From loading section you can still go back to picking by MOVE BACK TO PICKING button.

START LOADING button sends despatch advice to the buyer.

START LOADING
SEND DESPATCH ADVICE AND
TRANSPORT ORDER →

Sending is confirmed by clicking Send despatch advice and transport order. Notice that after that the delivery can no longer be handled or changed.

Finaly all the needed documents can be printed and attached on pallets.

- Delivery list
- Difference list (Notice that difference list must be printed if one or more product can't be delivered on full amount.)
- Waybill, if needed

Shipment should be archived when the despatch advice has been sent and the delivery leaves the warehouse. Archiving is done by clicking the FINISH LOADING AND ARCHIVE THE ORDER button.

FINISH LOADING AND ARCHIVE
THE ORDER

7 INVOICING

If you want to start sending invoices from Golli, you must contact GS1 Customer service so the invoicing can be switched on.

In the Golli service, company's basic information must be filled:

- Address, phone number and email
- Account number in IBAN format and BIC- code
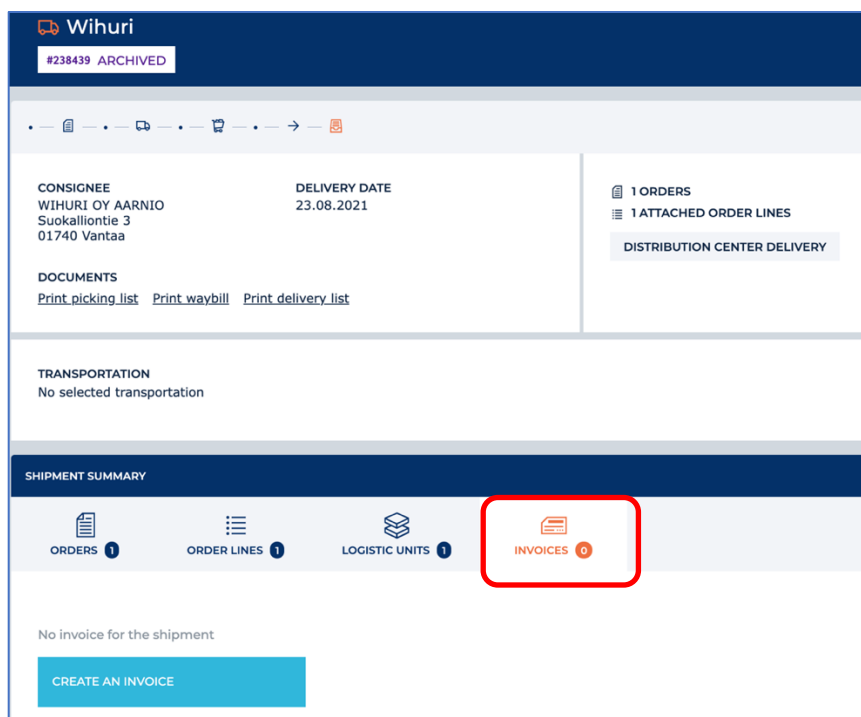- VAT number and country code

7.1   Create an invoice

The invoice is created based on the already archived delivery information.

The picking process must be done first.

After sending the despatch advice, click the button
FINISH LOADING AND ARCHIVE THE ORDER

In the Section shipment summary, choose tab INVOICES and click CREATE AN INVOICE

Golli creates an invoice template.

In the Invoice information section, payment time has to be filled as well as any discount information, if necessary. The due date will be filled in automatically when payment time is given.

> *Note! When invoice information has been filled once, Golli uses same information on next invoices for same customer.*

INVOICE INFORMATION

INVOICE NUMBER	TODO VIITENUMERO	DUE DATE	MODIFY
#1000000018	RF1810000000184	27.11.2021	
INVOICE DATE	**PENALTY INTEREST**	**CASH DISCOUNT**	
28.10.2021	0 %	-	
PAYMENT TIME	**CASH DISCOUNT%**	**CASH DISCOUNT, DAYS**	
30	-	-	

ADDITIONAL INFORMATION

-

SUMMARY   Note! Information changes according to content

TAXLESS PRICE	436.8 €
TAX AMOUNT	61.15 €
TOTAL AMOUNT	**497.95 €**

Golli provides the total amount of the invoice, after the prices are given on invoice rows.

The prices and VAT rate for each product must be added to the lines of the invoice, if they were not included in the order.

ORDER ID	ROW NUMBER	GTIN NUMBER	CANCEL	SAVE
#4933181101	2	06430044381492		
PRODUCT NAME	**QUANTITY***	**UNIT**		
Venäläinen suolakurkku 840g/430g	192	pce		
UNIT PRICE WITHOUT VAT*	**VAT RATE***	**DISCOUNT PERCENTAGE**		
1.525	14			

PRICE WITHOUT VAT	292.8 EUR
DISCOUNT	0 EUR
TOTAL AMOUNT	**292.8 EUR**

When all the necessary information for the invoice has been added, the finished invoice can be viewed in PDF format.

The PDF invoice can be printed or saved for further processing and accounting.

Invoice is sent and achieved from the ARCHIVE INVOICE button.

7.2   Create credit note

Finding the right invoice:

1. ARCHIVE section on SHIPMENTS tab by searcing with the correct order number
2. ARCHIVE section on INVOICES tab by searcing with the order number or invoice number

SHIPMENTS

When the right shipment has been found, the sent invoice can be found in shipment summary, Invoices tab.

Start by clicking the CREATE CREDIT NOTE button.

If you want to use your own reference and invoice numbers, they must be filled in in the section invoice information. Click the MODIFY button, fill in the needed fields and save.

The invoice will be sent and archived by clicking the ARCHIVE CREDIT NOTE button.

INVOICES

Creating a credit note can be started also on INVOICES tab. The right invoice is chosen from the list. Start by clicking the button CREATE CREDIT NOTE. The invoice can be created and sent as described in the previous chapter.

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7.3   Incorrect invoice

If the sent invoice needs to be corrected, a credit note is first made from the original invoice, after which a new invoice is sent with the corrected information. There are instructions for sending a credit note in section 7.2 Create credit note.

Once the credit note has been sent and archived, a new invoice with corrected information can be sent if necessary. The creation of a new invoice is started in the SHIPMENTS section of the ARCHIVE by selecting the desired delivery. Under SHIPMENT SUMMARY, on the INVOICES tab, previously issued invoices are displayed: the original invoice and the credit note. Creating a new invoice is started with the CREATE INVOICE button.

Necessary corrections are made to the lines of the invoice. If you want to use your own reference and invoice numbers, they must be filled in in the invoice information section. Click the MODIFY button, fill in the needed fields and save.

A completed invoice will be sent and archived by clicking the ARCHIVE INVOICE button.

7.4   Add a row to the invoice

On the bottom of the invoice page, you can find the button ADD A ROW TO THE INVOICE

ADD A ROW TO THE INVOICE

In the new window information can be filled in and saved. This function can be used when you want to add to the invoice for example:

- returnable and recyclable bottles with deposit
- returnable shipping assets (i.e.. pallets) with deposit
- billing or delivery fees

The use of additional rows requires a policy agreed separately with the buyer.

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Add a row to the invoice

PRODUCT GTIN*

TITLE*   **QUANTITY***   **UNIT***

UNIT PRICE WITHOUT VAT*   **VAT RATE***   **DISCOUNT PERCENTAGE**

CANCEL   ADD A ROW TO THE INVOICE

- PRODUCT GTIN - GTIN -code with 14 digits
- TITLE -The name of the item that will be shown on the invoice
- QUANTITY – the quantity of items in the units of the drop-down menu
- UNIT PRICE WITHOUT VAT
- VAT RATE
- DISCOUNT PERCENTAGE, if needed

Fill in the fields and click ADD A ROW TO THE INVOICE.

ADD A ROW TO THE INVOICE

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